



FIELD TRIP/CIVIC CENTER TOUR REQUEST FORM

The City of Avondale is pleased to offer school field trips and tours of City Hall to help students learn more about city government and the myriad services we offer our residents. We look forward to making your visit both an educational and fun experience. Please provide us with the following information to help us prepare for your visit.

Name of Organization: _____ School District (if applicable): _____

Contact Name: _____ Contact Email: _____

Contact Phone Number Day of Tour: _____

Grade Level: _____ # in Tour Group: _____

Requested Tour Date: _____ Tour Length*: _____ Tour Start Time: _____

** A maximum length of 3 hours is suggested but depends on the programs/services you are interested in learning about.*

Please check off the topics or areas of interest you are interested in learning about:

- ☐ Mayor & City Council
- ☐ General Overview (history, services)
- ☐ Economic Development & Planning
- ☐ Parks & Recreation Programs (includes fun activities if time allows)
- ☐ Tour of Civic Center Library
- ☐ Tour of Avondale City Court (dependent upon group size and age and availability of the Court)
- ☐ Police Department Programs (crime prevention)
- ☐ Water Conservation
- ☐ Recycling Program
- ☐ Youth Programs
- ☐ Fire Department Programs (water safety, flu awareness, fire safety)
- Other _____

Will your group eat lunch at City Hall? ☐ Yes ☐ No

The City is not able to provide lunches for tour groups but can arrange for tables/chairs to be set up in our amphitheatre/breezeway area.

Do you have any students with special needs who may require certain accommodations?

Please explain: _____

Requests should be made at least three weeks in advance of the anticipated field trip.

The City of Avondale reserves the right to modify the tour date/time frame and presentation. In addition, the City may cancel the event with 24-hours notice based upon extenuating circumstances. Please note that because City Hall is closed on Fridays, we are unable to accommodate Friday tours.

Please return this form to EmailPublicInformation@avondale.org or fax it to 623-333-0160.